

**DEPARTMENT OF ENERGY  
OFFICE OF ENERGY EFFICIENCY AND RENEWABLE ENERGY  
FEDERAL ENERGY MANAGEMENT PROGRAM (FEMP)  
WESTERN REGION SUPER ESPC**

**DETAIL ON DELIVERY ORDER PROCESS**

**9/30/98**

**STEP ONE - *Identify and Analyze Project (Estimated 1 month)***

- Notice of interest in using the Super ESPC contracts from an agency
  - Furnish ESPC Action Kit
  - Agency self-screen for ESPC using “Does Your Facility Need an ESPC?”
  - Evaluation of available data and project for economic viability and management support
    - Preliminary decision: Yes, proceed; No, not a viable ESPC candidate
    - Possible, but need more data or change in project scope, etc.
  - If yes, or possible, consult with DOE on resource needs, continue with next steps
  - Investigate ESPC; watch ESPC video course if necessary; attend Super ESPC class
  - Visit FEMP Home Page for information, tools, and copy of the contract  
([www.eren.doe.gov/femp](http://www.eren.doe.gov/femp) - go to Financing Alternatives, then Super ESPC overview)
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**STEP TWO - *Internal Approval/Issue Resolution (Estimated 1-2 months)***

- Offer draft MOU for agency review (*National, regional, or site specific?*)
  - Contractor approaches agency and scopes site potential for Contractor-identified (C-I) projects; contractor and agency call COR to discuss project
  - Call or meeting with agency; overview of ESPC and DOE Super ESPC process
  - Discussion of issues, support for moving forward, level of support needed
  - Discussion of type of project anticipated (contractor or government-identified), scope and approach for project(s)
  - Discussion on agency reimbursement for DOE services
  - Agency present project and discuss with upper management and other levels as needed
  - Agency forms ESPC project team (as needed and available) consisting of:
    - Technical on-site support, Facility manager, Energy manager, Procurement, Financing/budget, Environmental, Legal
  - Agency address issues, gather support, move MOU forward, begin data collection
  - DOE provide support in resolving issues and provides technical support per agreement
  - Agency agreement to use Super ESPC; finalize and sign MOU
  - Sign Interagency Agreement for cost-sharing or reimbursable services
  - Discussions with agency CO to get concurrence if C-I project
  - COR give concurrence to submit proposal if Contractor-identified project
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### **STEP THREE - *Finalize and Issue DO RFP (Estimated 1-2 months)***

#### ***For Contractor-initiated:***

- Contractor does site work; discusses agency needs; prepares initial proposal
- Contractor submits initial proposal in conformance with H.16
- Review of proposal; determination to move ahead single source
- Feedback on initial proposal; revision needed?
- Agency draft Request for Final Proposal (RFFP) with agency specific requirements, terms, and conditions
- DOE and Agency review RFFP; RFFP issued by DOE to Contractor

#### ***For Government-initiated:***

- Finalize scope (overall scope of DO and sample buildings to be included for proposal purposes), proposal approach (oral/written), and site walk-through requirements
  - Gather technical data, draft and finalize the Site Data Package
  - Draft the body of the RFP and put together the attachments
  - DOE and Agency review of RFP documents; RFP released by DOE
  - Hold site walk-thru for contractors if necessary
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### **STEP FOUR - *Proposal Evaluation (Estimated 1 month or less)***

#### ***For Contractor-Initiated:***

- Review revised proposal (*if one was required*); further discussions with Contractor
- Reach consensus on further pursuing the project

#### ***For Government-Initiated:***

- Prepare for proposal review; decide on technical and price review participants
- Hold oral presentations if included, review proposals, and reach consensus on selection of a Contractor (differs slightly with a two-step approach)

#### ***Both:***

- Agency CO prepares selection memo/justification for files
  - Gather comments and provide feedback on the proposal
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### **STEP FIVE - *Preaward Requirements/Detailed Survey (Estimated 2 months)***

- Issue Intent to Award a Delivery Order letter to selected contractor
  - Kick-off meeting and discussions with contractor on expectations, logistics, etc.
  - Contractor conducts detailed energy survey
  - Discussions and agreement with agency on ECM scope, O&M approach, M&V plan, etc.
  - Contractor submits Detailed Energy Survey Report (revised proposal)
  - Government review and written acceptance of Report
  - Send letter to notify Congress if cancellation ceiling is over \$750,000
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#### **STEP SIX - *Negotiations/Preaward (estimated 1 month)***

- Contractor provide other preaward items - bonding, insurance and financing commitments
- Conduct final negotiations on proposal contents and price schedules
- Reach final agreement on project and proposal
- Agency draft concurrence memo and get buy-in from financial, contracting & technical
- Final version of Agency Requirements, Terms and Conditions
- Final changes submitted for Contractor Proposal and Schedules
- If DOE is signing, agency financial, technical and procurement officials sign concurrence document

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#### **STEP SEVEN - *Delivery Order Award (estimated 1 week)***

- Award of Delivery Order (by DOE or Agency CO)  
*(No earlier than 30 days after letter to Congress)*
- DOE sends letter to agency assigning contract administration responsibilities

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#### **STEP EIGHT - *Project Kick-off and Implementation (estimated 3-6 months)***

- Post-award meeting with Contractor; scheduling, submittals, etc.
- ECM installation plan (design, QC, etc.) and other submittals from contractor
- Government review and written acceptance of ECM Installation Plan
- Installation of ECMs
- Training requirements met; O&M plans submitted
- Measurement and verification plan implementation
- Commissioning, testing, and startup
- Contractor inspection and notification of completion
- Government Inspection and written acceptance of project

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#### **STEP NINE - *Project Administration (Ongoing through term of contract)***

- Monthly payment of invoices
- Ongoing monitoring and verification functions
- Ongoing operation and maintenance functions
- Ongoing repair and replacement functions
- Annual audit and true-up and report
- Adjustment to payment schedules as necessary



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